

TO THE WEDDING PARTY

Wedding Administrator. All weddings and wedding rehearsals are booked through the Wedding Administrator. Her office hours are Thursdays, 0830-1330, phone 913-684-3160.

A minimum of 90 days is required to book weddings at Memorial Chapel.

Chaplain Requirements. The Chaplain conducting your wedding may have specific requirements, one of which is premarital counseling. Years of experience have proved the value of premarital counseling as an opportunity to explore and enhance your relationship.

Military Chaplains and our Wedding Administrator cannot accept money or gifts for conducting weddings; it is considered part of their duties. Although not required, you may donate by writing a check to the Fort Leavenworth Chaplains Tithes and Offering Fund to support the Fort Leavenworth ministry.

If a civilian clergy is officiating at your wedding service, please ensure they are aware of the information in this booklet. The civilian clergy may contact the Wedding Administrator if they have any questions. Civilian clergy will be under the authority of the Wedding Administrator and must meet the licensing requirements for the state of Kansas.

Scheduling Times: Weddings are scheduled on Saturdays at the Memorial Chapel in 3-hour time blocks: 1000-1300; 1300-1600. Please be aware of this in planning to include enough time for photos, set-up, the wedding ceremony and cleanup. Failure to stay within this time limit infringes on the wedding of another couple.

Rehearsals are scheduled in 1-hour time blocks on the preceding Friday evening: 1600-1700; 1700-1800. If you are more than 30 minutes late, the rehearsal is automatically cancelled.

Weddings will not be scheduled for Sundays or the following holidays: Easter, Holy Days, 4th of July, Thanksgiving, Christmas or New Year's Eve. No exceptions. Also includes Training Holidays.

Civil Requirements. Couples married in a Fort Leavenworth Chapel must have a valid Kansas marriage license. The license is valid for 6 months from the date of issue. There is a fee of \$85.50 and a 3-day waiting period after the application before the wedding may take place. The Leavenworth County Justice Center is located at 601 3rd Street. Hours of operation are 0800-1700, Monday through Friday (except legal holidays). After the wedding, the license must be signed by the Chaplain or Civilian Clergy along with two eligible witnesses before leaving the Chapel.

Persons under the age of 18 wishing to be married must discuss special arrangements with their Chaplain.

Furnishings Available. Altar furnishings, two candelabras, and a unity candle stand are available. Candles for candelabras will be provided by the Chapel. Couples must provide unity candles for the unity candle stand and they must be dripless. The unity candle stand uses 2 tapered candles with a 3/4" base and the unity candle has a 3" base.

Changing areas are available in the Chapel.

Decorating the Chapel. Flowers and floral arrangements are the responsibility of the wedding party. No birdseed, rice, flower petals (with the exception of silk flower petals), confetti, or any similar items may be scattered inside or outside the chapel. No tape or tacks will be used to attach flowers, bows, etc. Please take steps to protect the carpet and altar furnishings from melting wax by placing plastic coverings at the base of the candle stand or holder. Runners are not permitted.

Chapel furniture will not be moved.

Seasonal chapel and altar decorations, e.g., Christmas, Easter, will not be moved.

All litter, decorations, boxes, personal items, garment hangers, etc., inside and outside the chapel must be removed after the ceremony and disposed of properly. A dumpster is located outside the chapel.

Assign a person from your party or team to be responsible for cleanup (to include vacuuming and trash pickup), and report to the Wedding Administrator immediately following the wedding ceremony.

Please remember—along with the possibility of another wedding following yours, Sunday Worship Services begin at 0845 the following morning.

Reception Planning. Receptions are not allowed inside or outside the chapel areas. Alcohol may not be consumed inside or on the lawn of the chapel.

Music Planning. Arranging and paying for an organist, pianist, or vocalist is the wedding party's responsibility. There is the freedom to use any musician; however, all musicians must be approved through the Wedding Administrator to play the organ and/or the electronic piano in the chapel. Musical selections should be appropriate for a chapel and enhancement of the occasion. The officiating clergy is authorized to determine what music is proper for the wedding service. If you are bringing your own CD's or cassettes you must also bring your own recorder to play it.

Use of Sabers. Eight sabers are available at no cost for military weddings and are reserved through the Wedding Administrator, 913-684-3160. If a saber arch is used, sabers will not be worn inside during the wedding service. Sabers will not leave Fort Leavenworth property for any reason.

Photographs of the Ceremony. Photographs during the service are coordinated with the officiating clergy. Generally, pictures are not taken after the processional. Experience shows that photographs taken during the ceremony are not as preferred as posed photographs (in which we show our best side). Photographs may be taken before or after the wedding, but everything must be completed within the 3-hour limit.

TO THE VISITING CIVILIAN CLERGY

Welcome to the Community of Faith at Fort Leavenworth. Our ministry team is ready to assist you in the wedding you are conducting at Memorial Chapel. Our Wedding Administrator will familiarize you with our chapel and requirements. The wedding party will give you his/her name and telephone number if you have any questions.

Memorial Chapel is located at 626 Scott Avenue, across from the statue of General Grant and Zais Park.

TO THE VISITING MUSICIAN

Welcome to Fort Leavenworth and the Memorial Chapel. Please contact the Wedding Administrator, at least 2 weeks before the wedding, to arrange for an orientation session on the organ or electronic piano in the chapel. The preset buttons on these instruments cannot be changed. Music selected for the wedding should be in keeping with a service of worship.

TO THE FLORIST

Flowers should be delivered and stored at the side entrance (in order not to interfere with scheduled weddings) no earlier than 1 hour before your block of time. Please remove any loaned or rented equipment within 30 minutes after the wedding. Candles and pots containing water must have plastic under them to protect the carpet and/or the furniture. All arrangements requiring attachment must be made using string, plastic attachable clips, or ribbon—no tape or tacks.

All floral arrangements and candles for altar area will be handled by the Wedding Administrator.

TO THE PHOTOGRAPHER

Please coordinate with the chaplain or civilian clergy regarding the appropriateness of photographs during the ceremony. Group photographs may be taken before or after the ceremony. There is a 3-hour limit imposed for the wedding and photographs will not be taken inside or on the lawn of the chapel before or after the 3-hour limit.



**DEPARTMENT OF THE ARMY
US ARMY COMBINED ARMS CENTER AND FORT LEAVENWORTH
OFFICE OF THE GARRISON CHAPLAIN
290 GRANT AVENUE
FORT LEAVENWORTH, KANSAS 66027-1417**

REPLY TO
ATTENTION OF:

Dear Marriage Applicants:

It is with great pleasure that I look forward with you to the celebration of your wedding. Conducting your ceremony in the beautiful and historic Fort Leavenworth Memorial Chapel will certainly enhance this meaningful experience.

This booklet is designed to inform you, and those assisting with your ceremony, of procedures and requirements for weddings in the Chapel. Please read carefully all of the information to ensure you understand what can and cannot be done, and what is available for your ceremony. Please provide this information to those assisting with your ceremony.

Please remember – a chapel is not reserved until the chaplain conducting or sponsoring your wedding completes the Chapel Wedding Reservation Form and given to the Wedding Administrator. If you have any questions on this or the chapel requirements, please contact your chaplain, or if applicable, your chaplain sponsor.

Congratulations as you begin your new adventure together. May the promise of God in Proverbs 3:4 and 5 be with you, "Trust in the Lord with all your heart, and do not rely on your own insight. In all your ways acknowledge Him, and He will make straight your paths."

Sincerely,
Garrison Chaplain